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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
11 March 1974

Attendees:

25X1A9a

Chairman
C/TCR/ORD
C/PMS/ORD
AC/DPR/ORD
C/LSR/ORD
C/OT/ORD

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, Executive Secretary
Recording Secretary

Absentees:

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(Attending Senior Seminar)

1. The meeting was called to order at 1010 hours by the Chairman.

2. There were no changes made in the Agenda for 11 March 1974.

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3. [REDACTED] moved to approve the minutes for 6 February 1974 as written. [REDACTED] seconded the motion. The Panel concurred. Motion carried. 25X1A9a

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4. [REDACTED] stated that at the last meeting of the CSP on 6 February 1974, he had not made a ruling on the result of a vote on the motion contained in Item 24 (Promotion Recommendation for [REDACTED]). [REDACTED]

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stated that on further consideration he now rules that the motion carries. This decision was made in accordance with

Rules of Order.

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5. [REDACTED] also informed the Panel that he had discussed the promotion recommendation for [REDACTED] with the D/ORD. The recommendation would be reviewed again at the next competitive evaluation of GS-14s. 25X1A9a

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6. [REDACTED] submitted his report to the Panel.
(Copy attached)

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25X1A9a on [REDACTED]. He stated that [REDACTED] is on detail to ORD from OWI. [REDACTED] stated that [REDACTED] will be working with [REDACTED] DPR/ORD in Signal Processing.

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8. The report from the Chairman was as follows:

25X1A9a a. A Quality Step Increase recommendation for [REDACTED] from GS-11, step 6 to GS-11, step 7 has been approved by the D/ORD and sent forward for DD/S&T approval.

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25X1A9a b. The Chairman and [REDACTED] had both attended meetings on the status of the Agency's Equal Employment Opportunity Program. He stated that [REDACTED] former OSI Executive Officer is now on the staff of the IG and is the Agency's EEO Director. [REDACTED] asked the Panel members to read HN-20-615, dated 4 March 1974. [REDACTED] stated that Mr. Colby feels quite strongly about this program. He also pointed out that the following will be factored into a supervisor's annual fitness report:

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"Rating officials will evaluate supervisors annually on their performance in equal opportunity areas such as identification of personnel with potential for advancement, especially members of minority groups and women, maximize utilization of personnel, and participation in upward mobility programs."

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c. [REDACTED] told the CSP members that if they recognize a secretary who is well qualified to accept greater responsibility but has reached the ceiling in the secretarial ranks, they should come forward with suggested career opportunities and the development program that will qualify these people for advancement.

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d. [REDACTED] also quoted from HN 20-615 as follows:

".....an important part of the DCI's EEO policy is that the top level managers of the Central Intelligence Agency believe in the principle of equal and fair employment opportunity for all employees irrespective of race, color, religion, sex, or national

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8. (Cont'd)

d. (Cont'd)

origin, and are determined that the Agency will practice equal and fair employment opportunity."

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e. [REDACTED] stated that the Special Panel did not meet this month so there was no report from it.

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9. [REDACTED] mentioned that he felt the Skills Bank, Office of Personnel is lacking in failing to supply suitable files for review. He stated that he has yet to see an applicant file come through on a woman scientist when there are probably well qualified candidates available for employment.

10. Some of the Panel members mentioned that age had been eliminated from the Agency's EEO policy. [REDACTED] stated that the Agency policy for the senior employee is contrary to the policy for a national employee.

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11. The Panel concurred in the following competitive evaluation and ranking of GS-12's:

<u>Name</u>	<u>Ranking</u>
[REDACTED]	1 2

Was not ranked because he has been with ORD only six months.

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12. Discussion followed on the promotability of [REDACTED] It was the decision of the Panel to postpone any decision on promotion of [REDACTED] pending attendance of [REDACTED] AC/CDAM at the CSP meeting. [REDACTED] supervisor.

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13. Discussion on minimum time in grade criteria followed. It was noted that in the case of GS-12's, ORD has been using a minimum time in grade of 18 months and a maximum time in grade of 30 months. The Chairman compared these figures to DD/S&T Minimum Time in Grade Promotion Criteria sent to the D/ORD on 5 March 1974 from C/AS/DD/S&T with instructions that this criteria should not be published for general information of all employees. In the case of GS-12's, the Chairman noted that the DD/S&T minimum time in grade for consideration for promotion to the next grade level is 24 months. The Chairman noted that [REDACTED] last promotion was in August 1972.

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14. It was the decision of the Chairman that the DD/S&T Minimum Time in Grade Promotion Criteria be made available to the CSP members and included in their CSP Handbooks. He instructed [REDACTED] to do this. 25X1A9a

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15. [REDACTED] moved to recommend approval to the D/ORD of the Quality Step Increase recommendation for [REDACTED] from GS-06, step 6 to GS-06, step 7. 25X1A9a [REDACTED] seconded the motion. The Panel concurred unanimously. Motion carried.

16. It was the decision of the Chairman that the Quality Step Increase Policy and Procedures would remain as is with the understanding that the paperwork on QSI recommendations for secretarial and clerical personnel will be submitted to the Special Panel prior to the CSP meeting considering QSI recommendations.

17. Paragraph 6, Quality Step Increase Policy and Procedures was changed to read:

A QSI award ceremony will be held at which time an employee will receive a copy of the "citation" which describes the basis for the award.

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18. [REDACTED] stated that due to a misunderstanding on the presentation of QSI paperwork, he would like to solicit a waiver from the CSP to nominate [REDACTED], GS-07, Secretary Steno, OT/ORD for a Quality Step Increase. The Chairman granted [REDACTED] the waiver. 25X1A9a 25X1A9a

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19. [REDACTED] moved to recommend approval to the D/ORD of the Quality Step Increase recommendation for [REDACTED] from GS-07, step 9 to GS-07, step 10, and to solicit the Panel's authorization to prepare the documentation as cited in paragraph 2, Quality Step Increase Policy and Procedures, and send the recommendation to the D/ORD. The Panel concurred.

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20. [REDACTED] opposed the motion in Item 19, but 25X1A9a he felt [REDACTED] was highly qualified and capable; however, he did not see that level of performance in relationships external to the Division.

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21. [REDACTED] stated he would have a completed draft of the CSP semiannual report for the next meeting. There were several items he wished to discuss with the DD/ORD.

22. Competitive Evaluation for GS-13's will be held in April. The paperwork will be sent to the CSP members.

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23. The next meeting of the CSP will be on
1 April 1974.

24. Meeting adjourned at 1115 hours.

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25 March 1974

Date

Executive Secretary, CSP
Office of Research and Development



APPROVED:

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Chairman, Career Service Panel/ORD

25 Mar '74

Date

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Draft completed:
12 March 1974
Final completed:
25 March 1974

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